



November 28, 2016

ATTN: City of Celina, OH

FROM: Payment Service Network, Inc.

RE: PSN Agreement for Services Add on Account for City of Celina Tax Payments

The City of Celina, OH may add a PSN account specifically for tax payments by adding a Schedule A and Schedule B to the current PSN Agreement for Services. Schedule A is to list the types of payments, i.e. Tax Payments, and to provide PSN with Tax ID # and instructions of what bank account to deposit and withdraw funds. Schedule B is to list the PSN services and fees for tax payments.

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

**ADDITIONAL SCHEDULE "A" TO THE PSN SERVICE AGREEMENT BETWEEN
 Celina, OH AND PSN [Fill out sections I, II and III]
 Date of Agreement: 11/16/2016**

I. CORPORATE OFFICE INFORMATION

Contact Name: <u>Betty Strawn, City Auditor</u>	Business Legal Name: <u>City of Celina</u>
Address: <u>225 N Main Street</u>	City, State, ZIP: <u>Celina, OH 45822</u>
Telephone: <u>419-586-6451</u>	Fax: <u>419-586-2577</u>
Email: <u>celinaauditor@celinaohio.org</u>	Website: <u>www.celinaohio.org</u>

II. LIST OF ADDITIONAL PROPERTIES, ACCOUNTS OR SERVICES: (Please use a separate sheet if needed or an Excel spreadsheet if possible.)

Total Number Payers or Units	Service Description or Property Name	Address (If different from Corporate above) (Include: Street Address, City, State, ZIP)	Tax ID	Last 4 Digits of Checking Account (if different for each)	Contact Person	Email	Phone Number
4500	Income Tax		34-6400270	8495	Cheri Gerlach	celinatax@brightnet	419-586-2594

III. DEPOSITING AND INVOICING INSTRUCTIONS AND REQUEST FOR VOIDED CHECK(S):

- Please indicate by checking the appropriate box how you want PSN to debit its fees from your bank account(s).
 - PSN should invoice and take its fees from the same bank account(s) to which it is depositing funds
 - PSN should invoice and take its fees from a different bank account than the one to which it is depositing funds
- Attach to this Agreement, an actual voided check(s) for the bank account that PSN will deposit funds into and, if applicable, a voided check of the account from which PSN will debit its fees. It must be a printed voided check and not a starter check, a deposit slip or other substitute. If it is not possible to attach a voided check(s), then you can attach a letter from your bank(s) on bank letterhead that is legally signed by a bank representative, verifying your checking/savings account number and the bank's routing number. NOTE: If using more than one bank account, mark each voided check to clearly identify which account it represents.
- In order to debit fees from your account(s), you may have to inform your bank(s) that Payment Service Network (PSN) is an approved vendor. Once you have signed and returned this Agreement, PSN will provide you with its official NACHA vendor number to provide to your bank(s).

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

: Bank interchange rates are subject to change; therefore, this quote is valid for 15 days from date of issue. 2
ment Service Network, Inc. | 2901 International Lane, Madison WI 53704 | www.PaymentServiceNetwork.com

PAYMENT SERVICE NETWORK, INC. SERVICE AGREEMENT

**ADDITIONAL SCHEDULE "B" TO THE PSN SERVICE AGREEMENT BETWEEN
Celina, OH Account AND PSN (FEE SCHEDULE FOR Tax Account)**

The items marked with an "X" are applicable to this Agreement.

SETUP/EQUIPMENT FEES						
<input type="checkbox"/>	One-time Setup			\$	NA	
<input checked="" type="checkbox"/>	Web Customization	Basic		Included	NA	
<input checked="" type="checkbox"/>	Mobile App	Standard		Included	NA	
<input checked="" type="checkbox"/>	Training			Included	NA	
<input type="checkbox"/>	Software Integration			\$	NA	
<input type="checkbox"/>	Custom Programming			\$	NA	
<input type="checkbox"/>	Integrated Swipe Credit Card Setup			\$	NA	
<input type="checkbox"/>	Check Scanning Equipment			\$	NA	
<input checked="" type="checkbox"/>	Credit Card Swipe Machine	Verifone VX520		\$219	Paid by Account Holder	
MONTHLY FEES						
<input checked="" type="checkbox"/>	Gateway for each PSN Account			\$ 0	NA	
<input type="checkbox"/>	Bank Bill Pay eSolution/eCash Solution			\$	NA	
<input checked="" type="checkbox"/>	Mobile App			Included	NA	
<input type="checkbox"/>	Outbound Auto-Call Messaging			\$	NA	
<input checked="" type="checkbox"/>	Integrated Swiped Credit Card			\$4.95	Paid by Account Holder	
TRANSACTION FEES						
(all fees are per item; unless otherwise noted, only one fee will be charged per transaction)						
<input checked="" type="checkbox"/>	eChecking or eSavings Payment	<input checked="" type="checkbox"/>	Online/Mobile/Field	Net Deposit	\$1.00	Paid by Customer
		<input checked="" type="checkbox"/>	Automated Phone	Net Deposit	\$1.00	Paid by Customer
		<input type="checkbox"/>	Text	NA		NA
		<input checked="" type="checkbox"/>	Live PSN Rep	Net Deposit	\$1.00	Paid by Customer
<input checked="" type="checkbox"/>	Credit Card Payments <input checked="" type="checkbox"/> MasterCard <input checked="" type="checkbox"/> VISA <input checked="" type="checkbox"/> Discover <input type="checkbox"/> AmEx	<input checked="" type="checkbox"/>	Online/Mobile/Field	Net Deposit	2.75%*	Paid by Customer
		<input checked="" type="checkbox"/>	Automated Phone	Net Deposit	2.75%*	Paid by Customer
		<input type="checkbox"/>	Text	NA		NA
		<input checked="" type="checkbox"/>	Live PSN Rep	Net Deposit	2.75%*	Paid by Customer
<input type="checkbox"/>	Bank Bill Pay eSolution (bank-issued checks)		NA	\$	NA	
<input type="checkbox"/>	BackOffice Auto-Pay		NA	\$	NA	
<input type="checkbox"/>	eCash Solution		NA	\$	NA	
<input type="checkbox"/>	Auto-Post Check Scanning (Check 21 or RDC)		NA	\$	NA	
<input type="checkbox"/>	Advanced Integrated Credit Card Swipe		NA	\$	NA	
OTHER FEES						
<input type="checkbox"/>	Annual Security Compliance (billed annually)		Due each December		NA	
<input type="checkbox"/>	Outbound Auto-Call Messaging		Only answered calls get assessed the fee; recording device pickups are considered answered.	15¢ per minute, 2-minute minimum	NA	
<input checked="" type="checkbox"/>	NSF (for online and phone check/savings transactions with insufficient funds)			\$35.00	Paid by Customer	
<input type="checkbox"/>	NSF (for scanned and VPOST checks)				NA	
<input checked="" type="checkbox"/>	Chargeback (for credit cards that are disputed)			\$15.00	Paid by Account Holder	

*If payment is less than \$100, the Customer will be charged 2.75% plus 50¢.

*If payment is less than \$100, the Customer will be charged \$2.75.

Net Deposits are Customer payment deposits less Transaction Fees.

SCHEDULE "B" continued
FEE SCHEDULE

Account Holder's designated depository account(s) shall mean any and all depository accounts which Account Holder has designated in a writing delivered to PSN for PSN to make deposits of payments made by Account Holder's Customers/Payees. Account Holder may only change designated depository account(s) upon not less than fifteen (15) days prior written notice to PSN, provided that Account Holder completes and timely delivers to PSN all forms required by PSN to complete the change in designated depository account(s).

Account Holder agrees to pay the Setup/Equipment Fees set forth in this Schedule B upon execution of this Agreement. Account Holder agrees to pay Monthly Fees set forth in this Schedule B on or about the first day of each month. All such Setup/Equipment and Monthly Fees are non-refundable and will be automatically withdrawn by PSN via auto debit from the Account Holder's designated depository account(s) as set up with PSN or, at PSN's option, deducted from Customer payments before such payments are deposited into Account Holder's designated depository account.

Account Holder agrees to pay Transaction Fees and Other Fees as designated in Schedule B. PSN shall, at PSN's option, (a) deduct Transaction Fees and Other Fees from Customer payments before such payments are deposited into Account Holder's designated depository account and/or (b) auto-debit from Account Holder's depository account(s) on or around the first of every month the total of all Transaction Fees and Other Fees incurred during the immediately preceding month which were deposited into the Account Holder's depository account.

PSN will endeavor to have Customer payments deposited into Account Holder's designated account or accounts within three (3) banking days of payment, however, Account Holder acknowledges that it may take up to five (5) banking days to complete such deposits due to bank notification times and different deposit frequencies from the credit card processors to PSN. A "banking day" is a day of the week on which a bank or financial institution is open to the public for carrying on all of its banking functions (i.e., Monday through Friday, excluding Saturday, Sunday and legal holidays).

PSN acknowledges and agrees that all amounts received from Customers less per item Transaction Fees collected by PSN, and less any Monthly Fees and Other Fees (collectively, "Fees") owed by Account Holder, will be the property of the Account Holder and PSN will have no right to retain such amounts for any reason, including, without limitation, pursuant to any rules of bankruptcy or insolvency. PSN will function as a repository for the net funds and not as owner of the net funds at any time (other than the Fees owed to PSN). PSN's failure to deduct or auto-debit any Setup/Equipment Fees, Monthly Fees, Transaction Fees or Other Fees ("Unpaid Fees") does not forfeit PSN's right to collect such Unpaid Fees from Account Holder at a later date, and Account Holder agrees to pay such Unpaid Fees to PSN. PSN is hereby granted a security interest in amounts received from Customers to secure payment of the Unpaid Fees, and shall have a contractual right of offset against amounts received from Customers equal to the amount of Unpaid Fees.

ACCOUNT HOLDER:

Signature: 

Date: 

Print Name: 

Title: 